

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. IG Survey of Office of Personnel

25X1A9a [redacted] and the survey team (chaired by [redacted]) 25X1A9a started the survey on 16 January by meeting with the Director of Personnel and the Executive Assistant. This meeting included discussion of the survey approach (copy of memorandum attached), major problem areas, and a review of the deficiencies recited in a memorandum prepared by the Director of Personnel for the Task Force on Personnel Management in July 1962. Later in the day, team members met with the Chief, Personnel Recruitment Division and their inspection of that Division is continuing through meetings with other PRD personnel. The team chairman and one member are scheduled to start in the Plans and Review Staff on 23 January.

The target date for completion of the survey is 15 March with the report to be issued 15 April.

2. Ticket Service

Arrangements have been made to obtain a discount on tickets for the Ice Capades of 1964 (23 January - 5 February). Tickets regularly selling for \$4 and \$5 will be available to employees at \$3 and \$4, respectively. There is no discount offered on the regular \$3 ticket or on children's tickets which are one-half the regular price.

3. DEFTA

As of 17 January, 1001 employees had subscribed to the DEFTA policy. Most of these are at headquarters; returns from the field should begin to arrive in substantial numbers shortly. Although 17 January was the closing date for headquarters application, the number of employees who came in to apply on Friday was so large that all of them could not be accommodated. These people were advised to return on Monday, 20 January.

4. Seat Belts

The campaign for seat belt sales is exceeding our expectations. Sales as of Thursday, 16 January, and Tuesday, 21 January are shown below:

| | <u>16 January</u> | <u>21 January</u> |
|--------------------|-------------------|-------------------|
| Regular seat belts | 127 | 388 |
| Child's belt | 1 | 5 |
| Retractors | 82 | 331 |

5. Secretary for White House

25X1A9a [redacted] has been nominated in response to a request that CIA supply one of eight top notch secretaries for detail to the White House. No details regarding the assignment are available beyond the statement that these secretaries will fill emergency requirements

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for senior White House staff officers. [REDACTED] was interviewed by [REDACTED] on 17 and 18 January but no further word has been received (as of 21 January) regarding when she might be called for duty. (It is pure speculation on our part but we believe that [REDACTED] may in fact be screening these nominees to select a secretary for himself.)

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**Emmett D. Echols
Director of Personnel**

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25X1A9a OL/Pers/[REDACTED] (22 January 1964)